

THE SHR QUARTERLY

Volume VII, Issue I

Spring, 2012

Enterprise Management Development Academy:

The State of Wisconsin Enterprise Management Development Academy (EMDA) was developed to help train and prepare the future leaders of State of Wisconsin Government. Each year this program selects no more than 35 candidates already employed by The State of Wisconsin, and puts them through a ten session ten month long course designed to give them the skills and knowledge necessary to continue their leadership path as employees of Wisconsin State Government. This year Stacie Meyer, a Human Resources Specialist - Senior from TAGO-SHR and Mark Culver, an Electronics Technician Agency - Senior from Mitchell Field - BCE were selected to participate in this program. Please help us in congratulating both of these individuals for being selected to EMDA and we look forward to them providing years of future leadership to The State of Wisconsin once they graduate this coming October.

For more information on this program please visit:

<http://emda.wi.gov/>

State Service Milestones for Fourth Quarter 2011 and First Quarter 2012

- Employees with 35 Years of State Service
 - Sheryll A. Smith, WEM
- Employees with 30 Years of State Service
 - James M. Lannigan, Truax Field BCE
- Employees with 25 Years of State Service
 - David A. Wilkerson, Truax Field BCE
 - Kenneth J. Kleinowski, DIM - Area 6
 - John D. Vieth, DIM - Area 2
- Employees with 20 Years of State Service
 - James W. Friedl, DIM - Area 2
 - Jason Guthrie, Volk Field Fire Department
 - Donald R. Crow, Volk Field Fire Department
 - Lisa Carlson, TAGO - SHR
- Employees with 10 Years of State Service
 - Julie A. Malin, Challenge Academy
- Employees with 5 Years of State Service
 - Jean M. Porter, WEM
 - Theron A. Brux, DIM - Area 1
 - Bobbie K. Georgeson, Volk Field BCE
 - Steven J. Krpan, Challenge Academy
 - Susan J. Gustke, Truax Field BCE
 - Tiffany R. Darden, Volk Field Fire Department
 - William E. Jahn IV, Volk Field BCE
 - Clancy R. Hull, DIM - Area 5
 - Lawrence J. Peterson Jr., Volk Field BCE
 - Darren J. Haske, Volk Field BCE



PTA Web Notes . . .

Remember to contact the DMA Help Desk at 608-242-3800 or (DMA.HelpDesk@wi.gov) to have your PTA Web password reset. **WING-SHR no longer resets passwords.**

Inside This Issue:

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- State Service Milestones for Fourth Quarter 2011 and First Quarter 2012
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- 2011 Vacation Carryover
- Annual Performance Evaluations
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Vacation Carryover From 2011

Employees who carried over vacation from 2011 into 2012 must use their carried over leave by June 30, 2012 or it will be forfeited, with the following exceptions:

Those employees who will complete their first six months of state employment during the first half of 2012, have until December 31, 2012 to use all carry over vacation, or it will be forfeited.

Those state employees who returned from extended military active duty during 2010 or 2011 may still have accumulated Personal Holiday, Saturday/Legal Holiday and/or vacation. Please verify with this office how much leave accrued and the deadline for using it before it is forfeited.



Annual Performance Evaluations

The annual performance evaluation period is approaching. Your immediate supervisor will be arranging for and conducting performance evaluations during the months of May and June. Employees and supervisors are encouraged to take an active role in this activity to best obtain the benefits of this professional dialog. Performance evaluations offer the following opportunities for employees and supervisors:

- Identify and discuss the employee's successes and challenges which occurred in the past year.
- Reflect upon observations and experiences from the past year as a way to generate ideas for improving/maintaining individual performance and satisfaction, relationships, and programmatic efforts.
- Discuss any changes in position assignments, duties, and responsibilities. This is a great time to look over position descriptions to ensure accuracy.
- Identify needs for job training, as well as interest in career development activities and job growth.
- Look forward to the next annual cycle and set new, or confirm existing, goals and expectations.

Preparing adequately for the performance evaluation, well in advance, is critical to maximize the potential of this activity. Resources are available to assist the employee and supervisor in preparation for the annual performance evaluation. Please click on the following link to access the supplements to this newsletter:

<http://dma.wi.gov/dma/SHR/SHR.asp>. (See March 08 Supplement 1 and 2.) The supplements include two "review checklists", one for the employee and one for the supervisor. These checklists include a variety of suggestions on how you can prepare for the performance evaluation.



FMLA – The Family Medical Leave Act

The Wisconsin and Federal Family Medical Leave Acts- TWO laws (FMLA) were enacted to grant eligible employees the right to take leave for:



1. The birth of a child or the placement of a child for adoption or foster care (maternity or paternity purposes), or
 2. The care of a family member (child, spouse, parent) with a serious health condition, or
 3. The care of an employee's own serious health condition.
 4. Any qualifying exigency that arises because you have an eligible family member (spouse, son, daughter or parent) that is called to active duty or is on active duty status in a foreign country. The service member must be either in the National Guard/Reserves or be a member of the regular component of the Armed Forces.
- Two laws, provisions that most benefit the employee are generally applied
 - Provides up to 12 weeks off from work in a calendar year
 - Once approved, employees may use paid or unpaid leave of their choice (Some restrictions apply to the use of sick leave, please check with the Risk Management Officer for guidelines.)
 - Depending on the situation, "intermittent" leave may be approved
 - FMLA does not provide any additional "paid" leave
 - DMA practice is to provide FMLA packet for potentially qualifying leaves over three days
 - 30 day notice is expected for "planned" leaves, ASAP for unplanned such as an emergency.
 - **AS Supervisors, you have the responsibility to**
 - Notify State Human Resources (SHR) if you have an employee with an FMLA qualifying situation or you are uncertain about the situation. SHR will assist in the determination and the completion of necessary forms.
 - Note on the employees PTAWeb when leave taken is FMLA approved leave time.
 - Keep track of the FMLA leave time taken by an employee (12 weeks maximum in one calendar year).

Make sure your employee initiates a formal leave of absence request if they will be using LWOP for more than two weeks.

- Info in DMA Handbook, page 35 & 38
- FORMS on DMA website <http://dma.wi.gov/> under State Human Resources

Go GREEN with your Paystubs!

Do you really need to get a paper copy of your paycheck every two weeks? All State employees with PTA Web access can view and print current paycheck information several days before payday. You can also access old paystubs as far back as 01/04/2007 using PTA web. You can opt out of receiving a hard copy of your paystub by notifying Lisa or Candiss. Those still receiving "real" checks will continue to get paystubs attached to them. But if you are still receiving "real" checks, we strongly encourage you to consider electronic deposit as it is the most reliable way to get your money into your bank account on payday!

Your SHR Staff

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"If we had no winter, the spring would not be so pleasant: if we did not sometimes taste adversity, prosperity would not be so welcome." - Anne Bradstreet